

Creswell School District 40

Code: **BCB**
Adopted: 12/12/01
Orig. Code(s): None

Board Officers

At its first scheduled meeting after July 1, the Board will elect one of its members to serve as chairperson and one to serve as vice chairperson. No member of the Board may serve as chairperson more than two years in succession. If a Board member is unable to continue to serve as an officer, a replacement will be elected by the next regularly scheduled Board meeting. The replacement officer will serve the remainder of the officer's term until the following July.

The Board chairperson will:

1. Assist the superintendent in establishing the agenda for regular Board Meetings;
2. Call special meetings;
3. Preside at all meetings of the Board and enforce the rules of order;
4. Sign the minutes and other official documents that require the signature of the chairperson;
5. Represent the district and the Board at official functions, unless this duty is delegated by the Board chairperson to another Board member;
6. Appoint all committees and will be an ex-officio member of all such committees unless otherwise ordered by the Board;
7. Have the right to discuss issues and vote.

In the absence, incapacitation or death of the chairperson, the vice chairperson will perform the duties of chairperson and, when so acting, will have the chairperson's powers. The vice chairperson will perform other functions as designated by the Board.

The superintendent will designate a staff member to serve as Board secretary and will directly supervise and evaluate the secretary. The secretary to the Board will take notes at Board meetings, compile minutes and perform related work as assigned by the superintendent or requested by the Board chairperson. These duties will include, but not be limited to, the following:

1. Record the disposition of all matters on which the Board considered action;
2. Prepare and distribute minutes in advance for approval at the next Board meeting;
3. Distribute Board meeting agendas and support material;

4. Maintain properly authenticated official copies of the minutes;
5. Maintain the official record of Board policies.

Board or District Spokesperson

The Board may appoint one of its members, usually the chairperson, or another person to make authorized statements to the public or the media when the Board deems that, under the circumstances, the district's position should be articulated by a single voice. The spokesperson serves at the Board's direction and may be removed or replaced at any time by action of the entire Board.

END OF POLICY

Legal Reference(s):

[ORS 255.335](#)

[ORS 332.040](#)

[ORS 332.045](#)

[ORS 332.057](#)